

**U S A I D / M A D A G A S C A R**  
**P E R S O N N E L N O T I C E**

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**TO:** ALL MALAGASY CITIZENS

**SUBJECT:** RECRUITMENT FOR ONE FOOD SECURITY PROGRAM MANAGER  
FOR THE ENVIRONMENTAL AND RURAL DEVELOPMENT OFFICE.

**METHOD OF  
EMPLOYMENT:** TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT RENEWABLE,  
SALARY EQUIVALENT TO FSN-12 GRADE

The USAID Mission in Madagascar is soliciting expressions of interest from qualified candidates to serve as a Food Security Program Manager within the Environmental and Rural Development (ENV/RD) Office of USAID/Madagascar. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the contractor's services, and availability of funds.

**MAJOR DUTIES AND RESPONSIBILITIES**

The main purpose of this position is to ensure monitoring of program activities including coordination, monitoring, and management of all aspects of US Government (USG) food aid assistance programs in Madagascar. He/she serves as coordinator and liaison with other USAID/Madagascar, USAID/W, and Government of Madagascar (GOM) offices to promote and support food security program activities and their contribution to USAID/Madagascar Strategic Objectives (Health, Population and Nutrition, Environment and Rural Development).

Under the direct supervision of USAID/Madagascar's Environmental and Rural Development Team Leader, the Food Security Program Manager responsibilities and duties shall include the following:

**Strategic and Programmatic Responsibilities**

1. Actively participate in the implementation of the relevant Strategic Objectives (SO) in a manner that embodies the four USAID core values: teamwork and participation, customer focus, empowerment, and accountability. This participation must be achieved in collaboration with GOM (Government of Madagascar) counterparts, ENV/RD and HPN implementing partners, and other technical and financial partners (eg. FAO, WFP).
2. Maintain an open dialogue with the USAID Mission and the GOM concerning appropriate activities and policies to be undertaken to ensure synergy and linkages between USAID program activities, other donor programs within the context of the commitments of the Madagascar Action Plan (health, rural development, infrastructure and environment). Participate actively in GOM committees relevant to issues of food security and health/nutrition (eg. PANSA working group, ONN working groups, etc.)
3. Develop and maintain an extensive range of key contacts at the highest levels of public and private sectors in all areas of sustainable rural development and food security.

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4. Provide recommendations, based on discussions with other Env/RD and HPN team members, the GOM, and other partners about the efficacy of USAID's approach to improving food security and sustainable rural development and any required adjustments. Advise the Mission on positions to be taken with the GOM regarding the implementation of the food security and rural development program activities in line with government strategies.
5. Coordinate Title II and other USG food aid assisted program interventions with other USAID/Madagascar activities to ensure synergy, coherency and complementarity of activities at national, regional and field (eg. Ecoregional Alliance). Participate actively in program design and elaboration of USAID/Madagascar rural development strategy.
6. Provide advisory support to the Cooperating Sponsors and other USAID development implementing agencies on matters related to health/nutrition, agricultural production, productivity and marketing.
7. Provide oversight and coordination with regional United States Department of Agriculture (USDA) representative on matters related to the implementation and monetization process of USDA Section 416(b) and other USG food aid assisted programs in Madagascar. Ensure USDA Bellmon Analysis and marketing requirement guidance is followed.
8. Provide oversight of the World Food Program (WFP) activities in Madagascar and report any program or commodity management shortcomings to WFP in-country representative, USAID/DCHA/FFP and the USAID liaison to WFP at FODAG/Rome.
9. Participate in meetings with USAID and GOM partners and serve as a representative of USAID at official functions, when directed by Env/RD Team Leader. Prepare and give formal and/or informal briefings to USAID personnel, contractors, grantees and/or consultants, as needed.
10. Prepare recommendations to address any problems or constraints within the implementation of the food security program, and take the lead in implementing recommendations approved by the USAID/Madagascar senior management.

### **Food Aid Program Management Responsibilities**

1. Participate in the development and monitoring of the Cooperating Sponsors (CSs) Title II food aid assistance, Section 202(e), and matching grant proposals. This includes involvement in the resolution of issues related to: beneficiary and geographic targeting; commodity selection and mix; monetization for ancillary costs and developmental activities; evaluation and monitoring plans; compatibility with the USAID Mission Strategy (ISP), results frameworks, and Development Assistance Programs (DAPs); and the promotion of collaborative programs among all food aid implementing agencies.

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2. Review, and provide policy or implementation recommendations regarding CSs multiyear and annual operational plans for Madagascar (DAPs and CSR4 Reports), within the levels approved by USAID/DCHA/FFP. Lead the Mission DAP and CSR4 Report review process, and prepare Mission letters and CABLE reports to DCHA/FFP, when appropriate. Review annual resource allocations (financial and food for direct distribution) for the CSs Title II activities in Madagascar, within the context of the levels approved by USAID/DCHA/FFP.
3. Oversee monitoring of CSs management and use of commodities for the purposes presented in their approved multi year and annual programs. Review CSs commodities call forward requests. Verify the adequacy of the CSs commodity and financial management systems for carrying out Title II programs, and recommend modifications that must be in place for USAID certification to occur; ensure that the systems provide the information necessary to determine the cost effectiveness of the different CSs activities.
4. Ensure the results monitoring and reporting systems of the cooperating sponsors are providing the required inputs and that defined indicators and targets are being achieved. Ensure monitoring plan measures progress toward the achievement of results. Provide input into the overall Mission Program Review and annual operational Plan and indicators.
5. Oversee the effective functioning of the food aid program monitoring tool called LAYERs to evaluate the program quality and quantity of the CS's use of USG Title II funding.
6. Review and recommend approval/disapproval of specific actions with regard to the CSs Title II programs, such as: loans, transfers, exchanges, emergency requests, and diversions of Title II commodities; reconstitution costs over \$500; disposal of commodities unfit for human consumption; waiver of internal loss claims over \$500. Ensure that procedures for reporting damaged and missing commodities, filing claims and tracking claim receipts (Regulation 11) are followed.
7. Coordinate with the Controller Office the Mission participation during CSs A-133 audits, and other commodity management, financial management related audits to the Title II Program in Madagascar.
8. Make periodic field visits as required. Prepare field visit reports, correspondence, and other required reports regarding the operations, results and issues related to the CSs Title II Programs and other USG food aid assisted programs. Responsible for submitting all Title II food aid reports required for Mission and USAID reporting requirements.

### **Disaster Relief Management Activities**

1. Serve as Deputy Mission Disaster Officer. Oversee coordination of direct program-related disaster relief activities under the supervision of the Mission Disaster Relief Officer. Serve as focal point for disaster related information planning and activities and as an alternate to the

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Post's Emergency Action Committee (EAC). Assist in preparing and maintaining Annex J of the Emergency Action Plan (EAP), entitle assistance to host country in a major disaster, and ensuring that the post personnel are familiar with its contexts.

2. In the event of a natural disaster, coordinate with the MDRO on all USG interventions, including the use of the Ambassador's discretionary fund for disaster relief, USAID regular and emergency Title II assistance, and Strategic Objective funding with those of other donors and the National Emergency Committee. Work closely with Title II Cooperating Sponsors and other donors to ensure a rapid, effective and coordinated response.

### **REQUIRED QUALIFICATIONS**

#### **Education:**

Minimum of Master's level education in field relevant to development assistance program, i.e agriculture, food, science, economics, business management or other social sciences field or closely related field, or Bachelor's level education with seven years of experience in related field.

#### **Prior Work Experience:**

Minimum of five years of progressively responsible professional-level experience in an area(s) related to development assistance program management, including food aid assistance, Title II development programs, or non-food development assistance in Madagascar. Experience desirable in increasing agricultural productivity, and marketing, of rural poor and experience program development cycle: strategic planning, program/project management (planning - evaluation - reporting) is an asset.

#### **Language Proficiency:**

Fluency in English: Fluent professional level speaking, reading, and writing, at level IV in English is required. At this level, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Malagasy and/or French language into precise and correct English, and English into French. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.

Fluency in French: Fluent professional level speaking, reading, and writing at level IV in French language is required. The standard for this level is as described above.

Fluency in Malagasy: Must be able to read, write, and speak Malagasy at level IV.

#### **Job Knowledge, Skills and Abilities:**

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Applicants who do not include a discussion of knowledge, skills, and abilities in the application will not receive further consideration.

- Demonstrated a thorough knowledge of Madagascar's geography, economics, politics, social and cultural characteristics, institutions and leadership, and development history. In addition, knowledge of Madagascar's development constraints and potential, especially in the social and productive sectors;
- Demonstrated extensive knowledge and keen understanding of the Madagascar Action Plan in general and more specifically the issues within the agricultural production and marketing;
- Demonstrated knowledge and abilities in general management and administration principles including the ability to prepare budgets and analyze financial reporting, and prepare and review implementation plans, and oversee implementing partner activities;
- Demonstrated a familiarity with GOM ministries and functioning required. Knowledge or ability to acquire knowledge of USG legislation, policies, and regulations related to food aid and development assistance, including USAID programming, implementation, and management policies;
- Demonstrated a familiarity of USAID or other international donor, food aid programs, and operational modalities; knowledge of the principals of governmental and Non Governmental Organization partnership, and the NGO sector in Madagascar;
- Demonstrated ability to exercise good judgment in establishing and maintaining professional relationships;
- Demonstrated strong interpersonal and communication skills are required to work effectively with senior-level officials of the host government, the NGO and private sectors, other food aid international donors, and USAID donor community in order to explain and defend USAID food and development assistance policies, objectives, and procedures. Ability to transmit and interpret Madagascar's attitudes and concerns to senior USAID officials;
- Demonstrated ability to obtain, analyze, and evaluate a variety of data and factors in areas relevant to food and development assistance, and to organize and present them clearly and effectively in oral and written form. Ability to plan, develop, manage, and evaluate important and complex projects and programs, in conjunction with NGO, GOM, or contractor counterparts;

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- Demonstrated ability to orient, train, and supervise lower level Foreign Service National and NGO counterpart staff, where appropriate; to furnish information and advise with regard to the food and development assistance program with professional objectivity; to travel to all areas of the country in order to monitor program activities. Skills relevant to USAID principles, i.e., customer focus, teamwork, managing for results, empowerment, and diversity, are essential. Strong on food science, agriculture, and marketing skills;
- Demonstrated strong computer skills are a minimum requirement. These include proficiency in word processing, office information and communication systems, basic skills in using spreadsheets, and proficiency in conducting internet-based research.

**CLEARANCE:** The selected individual must obtain medical and security clearances before starting work(USAID/Madagascar will assist in this matter for Malagasy selected candidate).

**SALARY:** The position is classified at an FSN-12 Grade. The selected candidate will be hired at the "trainee" level FSN-11 for the first year.

**DEADLINE:** Submit a completed OF-612 (available at USAID/Reception), a CV, an application letter, and copies of pertinent certificates by **12:00 noon, Friday, May 23, 2008** to USAID/Madagascar EXO/HR, Tour Zital, 6<sup>th</sup> Floor, Ankorondrano, Antananarivo, Madagascar.

Please mark the envelope with **PERNOT 2008-10**.

**Applications must be received at USAID Office by the above deadline to be considered.**

Clearances:

Bakoly Ratsimanohatra  
HR Specialist

Hanitra Rajaona  
FSN EXO

Lisa Gaylord  
SO6 Team Leader

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